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Approved For Release 2001/09/07 : CIA-RDP61-00017A000100100023-6

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Executive Assistant to the DCI

Document No. 106

3 August 1953

Director of Training

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Weekly Summary Report

Class. CHANGED TO: TS S C

DDP Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 26/01/78

1. The trend continues toward overpopulation of the Basic Training Courses and underpopulation of the Advanced Specialized Courses. The new running of Phase I began on 27 July with 117 students, to be handled by five instructors. The running of Phase II which concludes on 31 July has been filled, with some applicants turned away; the running of 17 August is already filled (76 enrollments) with a sizeable waiting list; the October running already has 43 students enrolled. The pressure on Phase III is such that every regularly scheduled recent running has been filled beyond the reasonable capacity (dictated by room space) of 50 students. OTR gave an extra running of this course in July and is now forced to plan another extra running in September or October. The 17 August running of the Administrative Support Course is already filled beyond capacity, with a sizeable waiting list, and an extra running will have to be scheduled for September. All this overcrowding is the result of vigilant efforts by the Clandestine Services to enforce its recently raised standards of training requirements; but if the trend continues, as there is every reason to expect it will, the quality of training will suffer from either too large classes, too frequent runnings, or both.

(One reason for the excessive pressure on Phase III is that it is expected to accommodate both students from Phase II and returnees and other veterans of the Agency. This cannot be done under the present limitations of space and staff; and even if it could, would have to continue an unsatisfactory compromise between the widely different needs of the two types of employees. Therefore, OTR intends to move Phase III by January 1954 (thus increasing to the maximum the use of physical facilities), and treat it as a basic course for new employees only; and at the same time institute a new refresher course in Washington for returnees and other personnel of long standing. Whether or not such a move is made, however, the only answer to our problem - and that of the Clandestine Services - is a substantial increase in the instructor staff.

2. By contrast, the enrollments in the Advanced Specialized Training Courses continue to be disappointingly small. Some typical examples of current enrollments: Staff Maritime Orientation Course, four students; Escape and Evasion, five; four; Clandestine

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Fieldcraft Activities, running of 24 August, eight (previous running was cancelled because only three students were enrolled); Order of Battle, four; Air Operations, seven; Staybehind (24 August), one. If these courses are not better attended, it will be highly uneconomical for OTR to continue presenting them. A few of the instructors could be transferred to the basic courses to relieve the shortage of staff there, but most of them are specialists of a type who could not properly serve in other than their present capacities.

One outstanding exception among the advanced courses is the revived Counter Espionage Course which will be offered on 10 August [REDACTED]

The course is already oversubscribed to the point where we must displace some accepted students to make room for people who need it more; we expect that for a long time to come the demand will be considerably greater than a single instructor can satisfy. For this reason, and because in any case CIA should not limit its CE training to a single basic course of three weeks, OTR would like to have assigned to it [REDACTED] and Mr. Thomas [REDACTED] two old CE hands of the [REDACTED] who are returning PCS to Washington within the next few months.

4. At the request of Mr. Robert E. Matteson, Assistant Director for Mutual Security, the Office of Training made arrangements for a special briefing for approximately fifteen high-ranking officials of the Mutual Security Agency. This presentation was held on 31 July and dealt with the mission, scope and certain substantive and operational responsibilities of CIA.

5. At the request of the Office of Scientific Intelligence, plans are presently under way for establishing a conference for selected senior OSI people with [REDACTED] to discuss the general subject of "Methods and Results of Political Indoctrination as it Affects the USSR's Scientific Effort".

6. The Weekly Indoctrination Program conducted by the Chief, Orientation and Briefing Division on 30 July had a total of 81 people. Of this number, there were eleven officers from the Directorate of Intelligence, USAF, and one each from G-2 and the Department of State.

7. The Chief of the Orientation and Briefing Division presented the mission and functions of CIA to the Air Command and Staff School, Maxwell Air Force Base, Alabama.

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8. At the request of the Logistics Office, DD/A, the Chief of the Management Training Division, Office of Training, began the initial phase of the Human Resources Program with twelve Branch Chiefs in attendance.

9. Students presently in full-time OTR courses in	
CIA installations	347
Students presently in part-time OTR courses in	
CIA installations	412
Students presently in full-time external training .	86
Students presently in part-time external training .	167
<u>GRAND TOTAL</u>	- 1012

MATTHEW BAIRD

MB:mfw
cc: DD/P
DD/I
AD(Commo)

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